DOCUMENT RESUME

ED 382 763 CE 067 856

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TITLE Collaborative Evaluation: A Handbook for Workplace Development Planners.
INSTITUTION ABC Canada, Toronto (Ontario).
SPONS AGENCY National Literacy Secretariat, Ottawa (Ontario).; Ontario Ministry of Citizenship, Toronto.; Ontario Training and Adjustment Board, Toronto.
REPORT NO ISBN-0-9699159-2-6
PUB DATE 94
NOTE 77p.; For a related document, see CE 067 857.
AVAILABLE FROM ABC Canada, 1450 Don Mills Road, Don Mills, Ontario M3B 2X7, Canada ($20 Canadian).
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS *Cooperative Programs; Coordination; *Evaluation Methods; Foreign Countries; *Labor Force Development; Organizational Change; *Organizational Development; Participative Decision Making; *Program Evaluation
IDENTIFIERS Canada; *Workplace Literacy

ABSTRACT

This handbook leads the reader through planning and conducting the collaborative evaluation of a workplace development initiative. A glossary is followed by an introduction that addresses the rationale for collaborative evaluation, values and characteristics, using the handbook in one's own situation, and optimum conditions for collaborative evaluation. The handbook is divided into sections addressing the four phases of collaborative evaluation. Each phase consists of two to seven steps. Phase 1 covers preparing to facilitate and organizing the committee. Steps 1 and 2 are to do one's homework and organize the evaluation committee. Phase 2 on planning the evaluation consists of seven steps: clarify members' expectations, clarify goals, identify audiences, plan for monitoring, design monitoring activities, test monitoring activities, and finalize evaluation schedule. Phase 3 is related to gathering, organizing, interpreting, and reporting a first round of information. The four steps are as follows: gather and organize the information, interpret the information, plan and make one's presentation, and report one's findings. Phase 4 is to decide what happens next. The final two steps are to take follow-up action and evaluate type of evaluation. Each step discusses what the reader should do and provides activities. An annotated select bibliography contains 36 entries in two categories: trends and issues as well as evaluation and needs assessment. (YLB)

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